

293007/19/2005

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **GENERAL SERVICES WORKER**

DEFINITION

Under direct supervision, to perform a variety of unskilled and limited skill maintenance tasks; and perform related work as required.

REPORTS TO: Varies

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Dig ditches, trenches and post holes; backfill trenches; load and unload dirt and construction materials.
- Cut grass and weeds; rake and load grass and brush; mow lawns and clean grounds; assist in planting, watering and caring for shrubs and flowers.
- Assist in maintaining and preparing athletic fields including hand grading, filling and shaping of baseball diamonds.
- Assist journey level building maintenance trade workers in painting projects, moving furniture and equipment, removing and laying of carpets, and construction or maintenance projects as assigned.
- Assist other skilled workers in a variety of crafts and trades; may act as flag person when working on City streets; may drive City vehicles, as assigned.
- Deliver utility cut-off notices on residential and business doors of designated utility customers.
- Deliver City locks, meter reading cards, or other miscellaneous items to customers.
- Tactfully respond to citizen inquiries and/or complaints.
- Maintain assigned City vehicles.
- Assist with storm drain channel clean up.
- Assist the Wastewater Operations staff with general housekeeping, septic receiving, bio-solids handling, sampling activities and basic laboratory assistance.

QUALIFICATIONS

Knowledge of:

- Uses and purposes of common construction and maintenance tools and equipment.
- Basic computer skills.
- Geography of the City of Riverside.

Ability to:

- Perform moderate to heavy manual labor (depending upon assignment).
- Perform unskilled and limited skilled office, maintenance and operational tasks in a variety of wastewater activities.
- Understand and carry out oral and written instructions.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: None

NECESSARY SPECIAL REQUIREMENTS

Must be 16 years of age or older.

Possession of or ability to obtain an appropriate, valid Class "C" California Motor Vehicle Operator's License.

MEDICAL CATEGORY: Group 2